

**BOARD OF SELECTMEN**  
**SPECIAL MEETING – NOVEMBER 26, 2012**

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**I. Call to Order/Roll Call**

Chairman Paul Salafia called the Special Meeting of the Board of Selectmen to order at 6:10 P.M. in the Selectmen's Conference Room at the Town Offices. Present: Roll Call: Chairman Salafia-Y and Selectmen Alex Vispoli-Y, Brian Major-Y, Mary Lyman-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski. The meeting was duly posted and cable-cast live.

**II. Opening Ceremonies**

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

**III. Executive Session**

On a motion duly made and seconded the Board of Selectmen entered into Executive Session to discuss collective bargaining strategy. Roll call vote: Selectmen Mary Lyman-Y, Brian Major-Y, Alex Vispoli-Y, Dan Kowalski-Y and Chairman Paul Salafia-Y. At 7:33 P.M. on a motion by Selectman Major and seconded by Selectman Kowalski, the Board adjourned from Executive Session to enter into Open Session, not to return to Executive Session. Roll call vote: Selectmen Mary Lyman-Y, Brian Major-Y, Alex Vispoli-Y, Dan Kowalski-Y and Chairman Paul Salafia-Y.

**IV. FY-2013 Board of Selectmen and Town Manager Goals**

The Board and the Town Manager continued their discussion on the Board of Selectmen and Town Manager FY-13 Goals. Working from the list of potential goal items from a previous meeting in which each item was rated, the Board worked through each either adding items as a goal, combining items into one goal, or deleting items they felt were not goals but more related to the Town Manager's job.

They felt it was important to stay focused on items agreed to after the 2012 Town Meeting one of which was the relocation of the Ballardvale Fire Station. They discussed the need to create a relocation plan and to develop a plan to fund the operating and capital expenses of putting ambulance service in Ballardvale, contemplation of future growth, vision, and a strategy to expand EMS services over the next five years with ALS Services to improve services in the community. It was determined that in the next six months the goal would be to prioritize the physical plan for the Fire Station and to include a plan for additional services.

Additional items for goals included:

- The development of an OPEB funding Plan that includes the reduction of long-term

liabilities and annual contributions to the OPEB account.

- Creation of a plan to solve the renovation or relocation of the Town Yard.
- Present recommendations for town-wide consolidation and efficiencies.
- Develop a consolidation plan for the DPW and Plant & Facilities organizations.
- Develop a pilot program for “In Lieu of Taxes” to encourage non-paying entities to provide services or donations to reduce the cost of services provided.
- Create a Town and School Agreement that enables the efficient and effective use of buildings and facilities.
- Expand the current Department Head Performance Evaluation System to other Town employees.
- Finalize labor contracts with guidelines established by the Board of Selectmen.
- Finalize recommendations for outsourcing and improvement projects (payroll and printing).

The Board agreed that the management of the Bancroft School Project was a goal not for just the Town Manager but a goal for all.

The Board expects the Town Manager to continue the job of managing the slow rate of growth of Employee Health Insurance through new concepts and options, utilization of the responses from the 2012 Citizen Survey to determine course of action, utilization of the debt management tool, and to continue with developments for technology upgrades, construction of the Andover Youth Center and recruitments for town boards and committees.

The Chairman will meet with the Town Manager to work out the deliverables on the goals and return to the Board with an updated list of goals.

**V. Adjournment**

At 8:30 P.M., on a motion by Selectman Lyman and seconded by Selectman Vispoli, the Board voted 5-0 to adjourn the Special Meeting.

Respectfully submitted,

Dee DeLorenzo, Recorder